### Office of the Solicitor – Office of Information Services U.S. Department of Labor

2017 Freedom of Information Act Annual Report October 1, 2016 THROUGH September 30, 2017 'Template"

With the exception of this template, DOL will be using SIMS-FOIA as the sole source of data for the compilation of the FY 2017 FOIA Report. The following chart on "FOIA Personnel and Costs" should be completed with information pertinent to your respective component. All information must be submitted to the Office of Information Services by COB, October 27, 2017.

Name of Reporting Office: VETS Agency - National and Regional Offices Consolidated

Name of Person Preparing Report and Phone Number - Ann Dubois 202-693-4759

## IX. FOIA PERSONNEL AND COSTS

#### A. Personnel

- "Full-time FOIA employee": Performs FOIA duties 100% of the time. 0
- 'Equivalent full-time FOIA employee": Created by adding the percentages of time spent on FOIA duties by employees doing less than full-time FOIA duties. 0
- © Employees performing less than full-time FOIA duties are either:
- Part-time employees who perform FOIA duties all or part of the time, OR Œ
- Full-time employees who perform FOIA duties les than 100% of the time.

U.S. Department of Labor FY 2017 FOLA Annual Report Template (Personnel and Costs) Updated September 2017 Assume three full-time employees with part-time or occasional FOIA duties. If Employees #1 performs FOIA duties 50% of the time, and Employees #2 and #3 perform FOIA duties 25% of the time, together they perform 100% (50 + 25 +25) FOIA Therefore, the FOIA duties for these three employees are the equivalent of one "full-time FOIA employee", because "full-time FOIA employee" is equal to 100%.

Thus, the number "1" would be reported in Column 2 of the chart.

Number of
"Equivalent Full-Time
FOIA Employees"

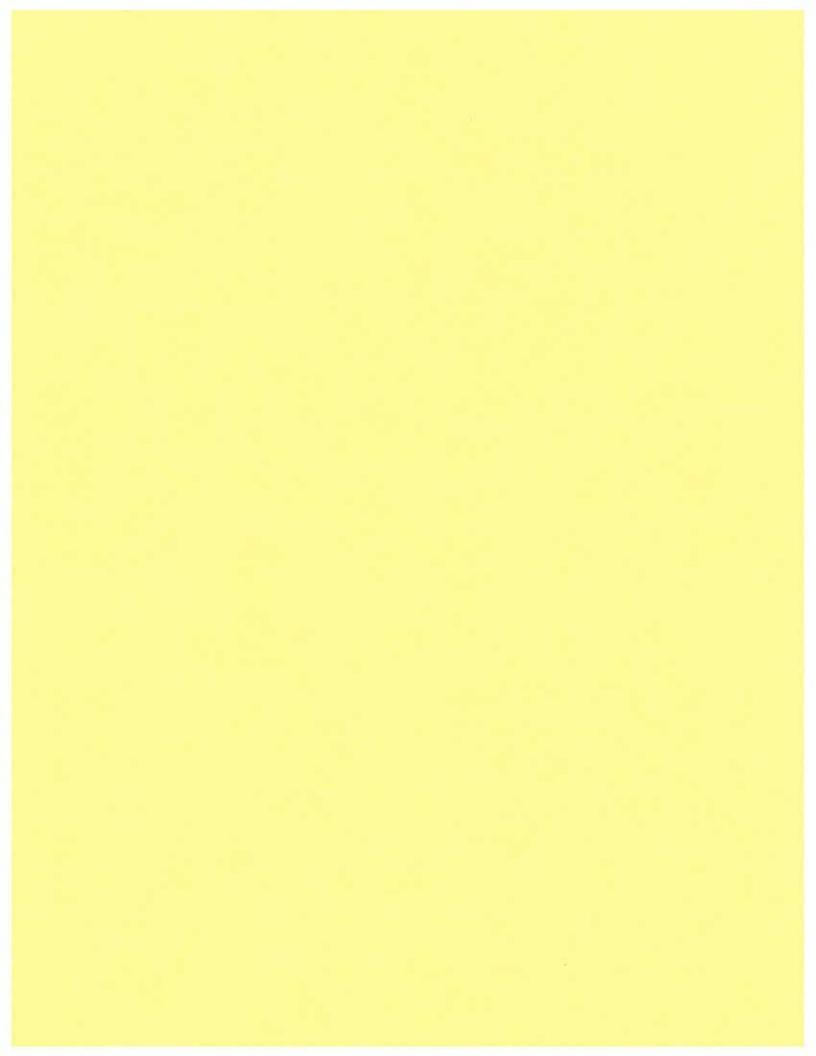
		PERSONNEL			COSTS	
	Number of "Full-Time FOIA Employees"	Number of "Equivalent Full-Time FOIA	Total Number of "Full-Time FOIA Staff"	Processing Costs	Litigation- Related Costs	Total Costs
			(The sum of Columns 1 & 2)	(At "Initial Request" and "Appeal" levels)	CTo be completed by the MAALS	
				Examples of  Costs  *Pro-rated Salaries  *IT Related Services	Onth)	
OBO				*Supplies, etc.		
FRSA						
ETA						
EXEC SEC						
ILAB						
MSHA						
OASAM						
OCIA						i
ODEP						
OFCCP						
OIG						
OLMS						
OPA						
OSEC						

U.S. Department of Labor FY 2017 FOIA Annual Report Template (Personnel and Costs) Updated September 2017

	sts		<u>.</u>				\$280,279.			
COSTS	Liffgatfon- Related Costs	(To be completed by the MAILS Litigation	Ondy)							The second second
The state of the s	Processing Costs	(At "Initial Request" and "Appeal" levels)	Examples of  Costs *Pro-rated Salaries *IT Related Services	*Supplies, etc.			\$280,279.			
	Total Number of "Full-Time FOIA Staff"	(The sum of Columns 1 & 2)					3.28			
PEKSONNEL	Number of "Equivalent Full-Time FOIA Employees"						3.28			
	Number of "Full-Time FOIA Employees"									
				OSHA	OWCP	SOL	VETS	В	WHD	

# F. Discussion of Other FOIA Activities (optional)

Provide any further information about your agency's efforts to improve FOIA administration.



### U.S. Department of Labor VETS

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With the exception of this template, DOL will be using SIMS-FOIA as the sole source of data for the compilation of the FY 2018 FOIA Report. The following chart on "FOIA Activities and Costs" should be completed with information pertinent to your respective component. All information must be submitted to the Office of Information Services by COB, October 26, 2018.

#### /ETS

Name of Reporting Office

## Carrie Timus – (202) 693-4718

Name of Person Preparing Report and Phone Number

## IX. FOIA PERSONNEL AND COSTS

#### A. Personnel

- "Full-time FOIA employee": Performs FOIA duties 100% of the time. 0
- "Equivalent full-time FOIA employee": Created by adding the percentages of time spent on FOIA duties by employees doing less than full-time FOIA duties.

U.S. Department of Labor FY 2018 FOIA Annual Report Template (Activities and Costs) Updated September 2018

- Employees performing less than full-time FOIA duties are either: 0
- Part-time employees who perform FOIA duties all or part of the time, OR
- Full-time employees who perform FOIA duties les than 100% of the time. <u>a</u> <u>a</u>

Note: Example of how to calculate the number of "Equivalent full-time FOIA employees.

Assume three full-time employees with part-time or occasional FOIA duties. If Employees #1 performs FOIA duties 50% of the time, and Employees #2 and #3 perform FOIA duties 25% of the time, together they perform 100% (50 + 25 +25) FOIA Therefore, the FOIA duties for these three employees are the equivalent of one "full-time FOIA employee", because "full-time FOIA employee" is equal to 100%.

Thus, the number "1" would be reported in Column 2 of the chart.

		PERSONNEL			COSTS	
	Number of	Number of	Total	Processing	Litigation-	Total Costs
	"Full-Time	"Equivalent	Number of	Costs	Related Costs	
	FOIA	Full-Time	"Full-Time			
	Employees"	FOIA	FOIA Staff"			
		Employees"				
			(The sum of	(At "Initial	(To be	
			Columns 1 &	Request" and	completed by	
			2)	"Appeal"	the MEALS	
				levels)	Litigation	
				,	Division	
				Examples of	Onty)	
				Costs		
				*Pro-rated		
				Salaries		
				*IT Related		
				Services		
				*Supplies, etc.		
VETS						
TOTAL	-	2.48	3.48	324.070		

## F. Discussion of Other FOIA Activities

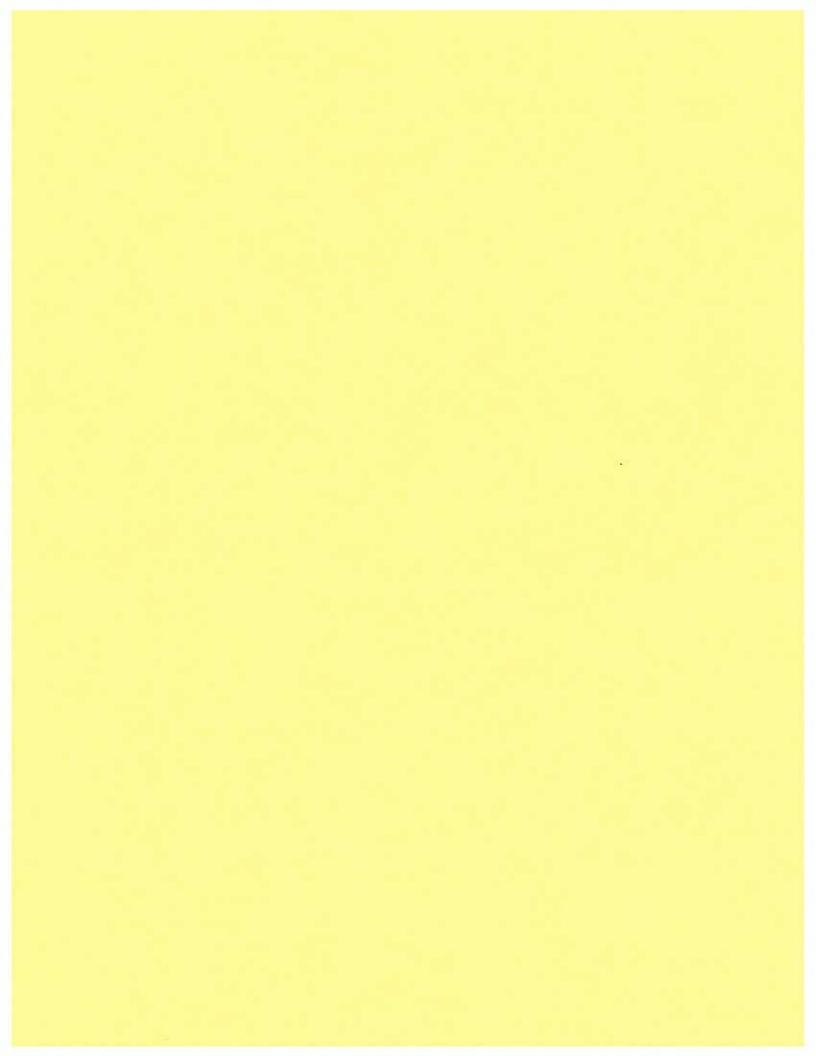
Please provide the following information regarding the number of times a law enforcement exclusion was used and the number of records that were made available for public inspection under subsection (a)(2) of the FOIA (proactive disclosures).

### Law Enforcement Exclusions

Number of Times An Exclusion Was Used	0	
Agency	VETS	

#### Proactive Disclosures

Number of Records Made Available for Public Inspection or Proactively Disclosed	0
Agency	VETS



## Fees Collected Status Report

Agency	Requestor	Billed	Received	Status	Response Date
VETS Region III		\$163.13	\$0.00	Closed	4/11/2019
VETS Region VI		\$547.00	\$0.00	Closed	10/17/2018
VETS Region IV		\$39.97	\$0.00	Closed	9/20/2017
VETS Region VI		\$177.27	\$0.00	Closed	8/14/2017
VETS N. O.		\$212.45	\$0.00	Closed	4/18/2017
VETS Region II		\$21.90	\$0.00	Closed	3/24/2017
VETS N. O.		\$120.00	\$0.00	Closed	2/14/2017